

MAIL  POSTECanada Post Corporation
Société canadienne des postes
Postage paid
if mailed in Canada si posté au Canada
Business Reply Réponse d'affaires

02199297 01

GREATER HAMILTON
ECONOMIC DEVELOPMENT DEPARTMENT
3RD FLOOR
1 JAMES ST S
HAMILTON ON L8P 9Z9

WE INVITE YOU TO THINK CONVENTIONALLY

You can count on the support of the Greater Hamilton Convention Services. We will work with you at whatever level of involvement you require to ensure the success of your event. Here are just a few of the comments we have received from convention and event organizers that we have worked with in the past:



"Country Music Week '94 was an overwhelming success and you helped to make that happen."
Sheila Hamilton, Executive Director-Canadian Country Music Association

"The games were a great success thanks to your time and effort spent on this project."
Terry Parsons, Volunteer & Personnel Manager-Ontario Special Olympics

"National Congress 1994 was a tremendous success. As members of the Organizing Committee we would like to take this opportunity to thank you for your contribution to our conference, without which we could not have been so successful."
AIIESEC McMaster

"Your conference support staff were most helpful and accommodating with our staff in both the organizational period before the meeting and during the actual conference. We appreciate their extra efforts to make our conference a success."

Joseph Palangio, Chairman-Ontario Motor Coach Association Board of Directors

"It was evident from the post-conference evaluations that our 500 plus delegates went away with very warm feelings about the "class" act Hamilton has to offer."

Sylvia Lennon, Ontario School Counselors' Association Conference

"I was very impressed with the Greater Hamilton Tourism & Convention Services from day one of submitting our proposal to host the Convention, right through to the last day of the event."

Annette Bailey, Chairman-1992 Ontario Physiotherapy Assoc. Convention Committee

"Your volunteers were an exceptional group to work with throughout the conference. Their expertise and knowledge made our jobs more manageable and their pleasant personalities helped our delegates to feel comfortable and welcomed."

Linda Whitwell, Information Services-The Council for Exceptional Children



Greater Hamilton Tourism and Convention Services
1 James St. S., 3rd Floor, Hamilton, Ontario
Telephone: (905) 546-4222 Fax: (905) 546-4107
1-800-263-8590

Urban Municipal
CA3 ON HW Q78
95 G63G

GREATER HAMILTON TOURISM & CONVENTION SERVICES

We Can Help!
Let us show you how

DISCOVER
the Festive
Region

TOURISM AND CONVENTION SERVICES

(905)546-4222



Conventions and Events generate over \$200 million annually for Greater Hamilton's local economy, attracting over 73,000 delegates and over 400,000 day visitors each year. Over 75% of these meetings and events are brought to the region through the efforts of local citizens. We encourage you to "bring your convention or event home" to Greater Hamilton!

You will be playing a major role in boosting our local economy, building recognition for your organization and showcasing the region as a preferred meeting location.

Best of all, we will provide **at no charge**, all the support services you need to make your event a success, from the initial planning and site selection to helping you arrange meals, entertainment, accommodation and transportation services.

HERE'S HOW WE CAN HELP

Whether your event organization is locally based or based outside the region, we can help at every step of the way. Simply give us a call at 1-800-263-8590 or (905) 546-4222 or send us a copy of your letter to your organization, recommending Greater Hamilton as a potential location for your next event.

CONVENTION SUPPORT SERVICES

- **Planning Assistance:** A staff person will meet with your organization and committee to provide information, guidance and assistance in all aspects of planning a successful convention .
- **Computerized Registration:** A computerized registration program has been designed to assist Associations. A copy of the program, including instructions, is available free-of-charge when a Convention is booked.

- **Housing Registration:** When three or more hotels are utilized, a staff person will assist and act as a Housing Bureau on behalf of your Association.
- **Site Inspection:** Staff will organize tours for your Association's Planning Committee, of convention facilities, hotels, area shopping, dining, cultural and historical facilities. Tours of unique function venues can also be arranged ie., the Canadian Warplane Heritage Museum, the African Lion Safari, area wineries, the Royal Botanical Gardens and Flamboro Downs Harness Racetrack.
- **Social/Partners/ Children's Programs:** Staff will assist in the planning of entertainment programs, tours and theme parties, liaising with facilities, transportation companies and tour guides.



- **Attendance Building:** To create awareness of Greater Hamilton as your Association's next convention/event site, staff will attend targeted conventions the year prior, utilizing promotional tools such as displays, audio visual, brochures and promotional items.

- **Promotional Literature/Slides/Audio Visual:** Promotional material can be made available to lure prospective delegates to your Association's convention.
- **Airport Transfers:** Staff can assist in facilitating airport transfers from Hamilton Airport and Toronto's Pearson International Airport to Greater Hamilton.
- **Registration Assistance:** Volunteers can be made available to staff Registration Desks during your convention.
- **Visitor/Delegate Information:** Volunteers are available to staff information booths at strategic locations during your convention, at your request.
- **Media:** To promote community awareness, media lists and details of how to write a media release are available to staff.
- **Welcome Letters:** Staff will facilitate "Greetings" from the Regional Chairman, Mayor and other Regional/City officials as required.
- **Customs:** Staff will liaise with Canada Customs and/or Brokers to expedite entry of exhibits and materials for U.S. and International Exhibitors.
- **Office Equipment:** Contacts for office equipment rentals are available from staff.
- **Transportation Assistance:** Staff will assist with shuttle/tour bus transportation.

TOURISM AND CONVENTION SERVICES

HOW CAN WE HELP?

Greater Hamilton Tourism and Convention Services offer a broad range of support programs to help you stage a successful meeting from start to finish. We look forward to helping you host your event. Please return this card for more information:

- ☐ Registration ☐ Site Inspection
☐ Tourist Information ☐ Transportation
☐ Promotional Materials

Name _____

Title _____

Company/Organization/Association _____

Address _____

Province _____

Postal Code _____

Telephone _____ Fax _____

Number of delegates _____

